

(Applicable only in the case of the bankruptcy of an individual.)

- () I request to be advised of any material change in the financial situation of the bankrupt, pursuant to subparagraph 102(3)(b)(i) of the Act.
- () I request to be advised of any amendment made regarding the amount that the bankrupt is required to pay, pursuant to subsection 68(4) of the Act.
- () I request that a copy of the report filed by the trustee regarding the bankrupt's application for discharge pursuant to subsection 170(1) of the Act be sent to the above address.

CHECK LIST FOR PROOF OF CLAIM

This check list is provided to assist you in preparing the proof of claim form and, where required, proxy form in a complete and accurate manner. Please specifically check each requirement.

GENERAL

- The signature of a witness is required.
- The document must be signed personally by the individual completing this declaration.
- Give the complete address where all notices or correspondence is to be forwarded.
- The amount on the statement of account must correspond to the amount indicated on the proof of claim.

PARAGRAPH I

- Creditor must state full and complete legal name of company or firm.
- If the individual completing the proof of claim is not the creditor himself, he must state his position or title.

PARAGRAPH II

- The statement of account must be complete.
- A detailed statement of account of the last three months must be attached to the proof of claim and must show the date, the number and the amount of all the invoices or charges, together with the date, the number and the amount of all credits or payments.

PARAGRAPH IV

- All claimants must attach a detailed list of all payments or credits received or granted, as follows:
 - (A) within the three (3) months preceding the bankruptcy or the proposal, in the case where the claimant and the debtor are not related.
 - (B) within the twelve (12) months preceding the bankruptcy or proposal, in the case where the claimant and the debtor are related.

PARAGRAPH V

- All claimants must indicate if he or she is related or not to the debtor, as defined in Section 4 of the Bankruptcy and Insolvency Act.

PROXY

Note: the Bankruptcy and Insolvency Act permits a proof of claim to be made by a duly authorized agent of a creditor but this does not give such a person power to vote at the first meeting of creditors or to act as the proxy of the creditors.

GENERAL

- A creditor may vote either in person or by proxy.
- A debtor may not be appointed a proxy to vote at any meeting of his creditors
- The trustee may be appointed as a proxy for any creditor.
- A corporation may vote by an authorized agent at meeting of creditors.
- In order for a duly authorized person to have a right to vote he must himself be a creditor or be the holder of a properly executed proxy. The name of the creditor must appear in the proxy.